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rewritten by Huffstutler

9 November 1988

B.G.-1

NOTE FOR: Deputy Director of Central Intelligence

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Space

REFERENCE: Note for ADDA from DDCI, dated 21 Oct 88

1. Given the limitations of space as well as the number of people and the amount of equipment we are being asked to accommodate on the Headquarters Compound, we have no choice but to use open-office landscaping. This conclusion is not being dictated by architects and engineers, but by the realities of our space resources.

2. Open-office landscaping, per our consultants, affords us the maximum effective utilization of space. In addition, we gain the maximum benefit from improvements we are making in the heating/air conditioning systems (HVAC) in the Original Headquarters Building. For many years, because of the construction of "temporary walls" throughout the building, we have managed to defeat totally the original heating/air conditioning system. To compensate for this, employees were forced to use individual heaters or to open windows causing the HVAC system to operate inefficiently.

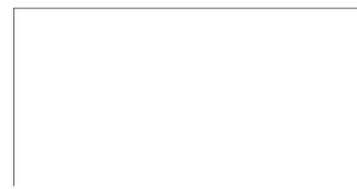
3. Our space situation today is vastly different from that which existed 20 years ago. A "terminal for every analyst" throws off a substantial amount of heat in the workplace. This cannot be controlled in a large number of small, cramped, closed offices with no place for the heat to circulate. Modern buildings cannot handle computers in cubicles without enormous additional HVAC investment this Agency has chosen to forego.

4. The second reason for open-office landscaping is the major advantage it provides to meet the changing needs of the organization. As you are well aware, reorganizations are a constant around here, as are the sporadic creation of task forces. The only way the Office of Logistics can respond to these changing requirements in an affordable, timely fashion is by utilizing the open-office concept.

5. The backfill program, as briefed to and approved by the EXCOM, provides for predominantly open-office landscaping--the same scheme used in the New Headquarters Building. Even in this environment, however, private offices will be established for managers down to the branch chief level. By using open-office arrangements, we have found that we can provide a larger number of employees with some degree of visual and accoustical privacy,

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SUBJECT: Space

if we do the job properly. Open-office schemes will give us the opportunity to correct some very serious space inequities which currently exist in the Headquarters Building. The bottom line is that we have no other alternatives, unless we are prepared to have a substantial number of folks relocated off the compound.

6. With specific reference to the DI's Management, Planning and Services Staff, some higher acoustical panels were used in their space when they were in the Original Headquarters Building. These higher panels are used for solving extraordinary security or privacy problem areas. Wholesale use of these panels, however, which reach to within 16 to 18 inches of the ceiling, provides essentially the same negative effect on the HVAC systems as floor-to-ceiling walls.

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R. M. Huffstutler

Attachment:
Reference

cc: DDI
D/SOVA/DI

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SUBJECT: Space

25X1 O-D/L:JMAY:mgk [redacted] 28 Oct 88)

25X1 RETYPED:DDA:RMHuffstutler:jal [redacted] (8 Nov 88)

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21 October 1988

NOTE FOR: ADDA

Hank,

I spent an hour and a half with SOVA today touring and talking to some of their people. One of their biggest complaints was that as part of the renovation of their space, they will lose all of their current interior walls that give them a substantial number of small private and quiet offices. Apparently, bullpens will be established, broken up by modular partitions.

They are very unhappy about this change, and wonder why the existing interior architecture cannot remain as it is. They have been told that the decision is out of the hands of their office managers and the DDI, and that it has been dictated by the architects and engineers.

If they prefer the arrangement that exists now because it affords them greater privacy and quiet, what is the requirement that necessitates taking down the walls? They have heard that improved ventilation and light are involved, but prefer their present arrangements as opposed to a giant Florida room.

As an alternative, they say that there are some offices (such as PMS in the DI) that have floor-to-ceiling modular or temporary walls that can be moved, but offer considerably more privacy and quiet than the partitions.

What is the story on all this?

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Robert M. Gates

Deputy Director of Central Intelligence

cc: DDI
D/SOVA/DI

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CL BY SIGNER

S E C R E T

NOTE FOR: Deputy Director of Central Intelligence

SUBJECT: Space

1. Given the limitations of space as well as the number of people and the amount of equipment we are being asked to accommodate on the Headquarters Compound, we have no choice but to use open-office landscaping. This conclusion is not being dictated by architects and engineers, but by the realities of our space resources.

2. Open-office landscaping, per our highly paid outside consultants, affords us the maximum effective utilization of space. In addition, we gain the maximum benefit from improvements we are making in the heating/air conditioning systems (HVAC) in the Original Headquarters Building. For many years, because of the construction of "temporary walls" throughout the building, we have managed to totally defeat the original heating/air conditioning system. To compensate for this, employees were forced to use individual heaters or to open windows causing the HVAC system to become very inefficient.

3. Our space situation today is vastly different from that which existed 20 years ago. A "terminal for every analyst" throws off a substantial amount of heat in the workplace. Establishing a large number of small, cramped, closed offices with no place for the heat to circulate, I can assure you, would result in unacceptable climatic problems which will have a serious impact on morale.

4. A major, distinct advantage of open-office landscaping schemes is that it provides us with maximum flexibility to meet the changing needs of a vibrant organization. As you are well aware, reorganizations are a constant around here, as are the sporadic creation of task forces. The only way the Office of Logistics can respond to these changing requirements in a reasonable, timely fashion is by utilizing the open-office concept.

5. The backfill program, as briefed to and approved by the EXCOM, provides for predominantly open-office landscaping--the same scheme used in the New Headquarters Building. Even in this environment, however, private offices will be established for managers down to the branch chief level.

6. By using open-office arrangements, we have found that we can provide a larger number of employees with some degree of visual and acoustical privacy, if we do the job right. Open-office schemes will give us the opportunity to correct some very serious space inequities which currently exist in the Headquarters Building. The bottom line is that we have no other alternatives, unless we are prepared to have a substantial number of folks relocated off the compound.

Henry P. Mahoney
Acting Deputy Director for Administration

cc: DDI
D/SOVA/DI
D/L

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SUBJECT: Space

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O-D/L:JMRAJ:mgk. (28 Oct 88)

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